

Pre-Application Review Team (PRT) Discussion

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**SCHEDULE: Tuesday afternoons weekly
1:00pm, 1:30pm, 2:00pm, 2:30pm & 3:00pm**

Pre-Application Review Team (PRT) Discussions are available to help applicants acquire information about the processes and requirements pertaining to their request. Representatives from the City Planning Dept. present at the meeting include staff from: Current Planning, Transportation, and Code Enforcement. A representative from the Fire Marshall's Office will also be in attendance.

Please contact the CITY PLANNING DEPARTMENT at 924-3860 to schedule an appointment.

Also available online is the information about general development process and procedures:

Information: <http://www.cabq.gov/planning>

Forms: <http://www.cabq.gov/planning/online-forms>

SUMMARY

PRT Discussions provide prospective applicants an opportunity to discuss development proposals in an informal setting with a multi-division Staff team. Advice regarding relevant City requirements, policies and procedures is provided to assist the applicant. PRT Discussions include evaluation of requests that may be heard by the Environmental Planning Commission (EPC) such as:

1. Zone Map Amendments
2. Plan amendments including Sector Plan Amendments
3. Annexations
4. Site Development Plans

PRT discussions **do not** include review of proposals for subdivisions, street vacations, variances or special exceptions; nor do PRT Discussions provide verification of certification of zoning. The interpretation of specific uses allowed within various zones is the responsibility of the Zoning Enforcement Officer. Any statements regarding zoning at the pre-application discussion **are not** certificates of zoning. ***The discussions are for informational purposes only and they are non-binding and do not constitute any type of approval.***

SCHEDULE

PRT Discussions occur weekly, every Tuesday afternoon. Appointments are scheduled in 30 minute increments beginning at 1:00pm. Appointments must be scheduled and applications must be submitted by 12:00 noon on Friday prior to the Tuesday meeting and are subject to availability.

In order to keep the appointment assigned to you, all relevant material and information, including the application and zone atlas page, must be submitted to the Planning Department by **Friday at 12:00 noon.** This will ensure distribution to appropriate agency representations in preparation for the PRT Discussion. If all of the materials are not received by the noon deadline, your time slot will be given to the next available applicant.